MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK

NSS: REGULAR ACTIVITES

List of Documents

- 1. Following documents, duly completed in all respects, are required to be submitted by the NSS Units to NSS Coordinator MUHS, as per the appendices / annexures mentioned against them:-
 - (a) Report on the Regular Activity for the financial year, (Statement A) as per **Appendix A** (the year will be changed every year).
 - (b) Nominal roll of NSS volunteers as per Appendix B.
 - (c) Certificate for completion of 120 Hrs of NSS services as per Appendix C.
 - (d) Up-to-date list of equipment purchased, as per Appendix D.
 - (e) Certificates for writing off unserviceable articles of equipment as per guidelines given at **Appendix E** and format at **Appendix F** (Appendix F is in three parts).
 - (f) Certificate for purchase of equipment from NSS Fund during the year, as per **Appendix G** (the year will be changed every year).
 - (g) Statement showing item-wise expenditure by the college on implementation of regular activities during the year, as per **Appendix H** (the year will be changed every year).
 - (h) Utilization Certificate as per Appendix J.
 - (j) Detailed Report as per Appendix K.

Notes:-

- 1. Specimen formats of all the appendices and annexures are enclosed.
- 2. While completing these documents, the appropriate year should be entered.
- 3. Accounts for Regular Activities and Special Camp Activities should be prepared separately and forwarded to the University..

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK NSS: REGULAR ACTIVITIES

STATEMENT 'A' : REPORT ON R	REGULAR ACTIVITIES
1. Name of the College	: CSMST Ayurves College Aurangobas : Dr. Deshmulch Shrikant G.
2. Name of the Principal	: Dr. Derhmalch Shrilcant G.
3. Name of the Programme Officer	: Dr. Deshmula Avinarh M
4. Total No of Students (up to degree level)	: 450
5. No of Students sanctioned by university for	
NSS regular programme	: 50
6. No of students actually registered for	
NSS (enclose class & faculty-wise list)	: Male_1), Female_39, Total_50
7. No of students who have completed 120 Hrs of work	.: 50
8. Total grant sanctioned for current financial	
year for sanctioned strength of volunteers	: Rs
9. Balance available with college from previous year	: Rs
10. Grants given by University during current year	: Rs. 11250 (tarprev. year)
11. Miscellaneous Amount Received	. Ro. pres - Clar pres (cor)
(Interest, amount from sale of outdated equipment)	: Rs
12. Total amount available for NSS during current	. 10
Financial year (Column 9 + 10 + 11)	: Rs
13. Expenditure on NSS by college during current finance	is very (from April 16 to Mar 17)
(a) Expenditure on Administrative Requirements.	nai yeai (1101112-/10)
(i) Out of Pocket Allowance to Programme Off	Scar D. 2400
(ii) Administrative expenditure	Rs50.0
(Typing, Postage, Audit fee, etc)	1/23.0.0
Total	D. 2900
(b) Expenditure on NSS Programme.	Rs2900
(i) Traveling/Transport expenses	Rs. 1500
(ii) Tea & Refreshment to volunteers	Rs. 4750.
(iii) Purchase of essential items / equipment	
(iv) Photo (If applicable)	Rs125.9.
(v) Diary & badges expenditure	Rs
(vi) Honorarium to Guest speakers	Rs50.9.
(vii)Misc. expenditure	Rs
(*ii)iviise. experientare	Rs 3. 50
Total	Rs. 8350
(c) Grand Total ((a) + (b))	Rs. 11250
	10
14. Details of Bankers.	
(a) Independent Bank Account No of NSS 62	442473149
(b) Name of the Bank State Bank of Hyde	rabad Kanchanwadi Avrungabad
(a) Independent Bank Account No of NSS 626 (b) Name of the Bank State Banke of Hyde 15. Final Balance with College. (IFSC (ode) (a) Cook in Bank Bank	SBHY0020543)
(a) Cash in Bank Rs	
(b) Cash in hand Rs	
Total Balance	Rs
This is to certify that the information given abo correct.	ve has been checked by me and found
correct.	and round
Amodanul	1 osm
Programma Officer	ature and number incipal
Programme Officer Prin	cipal M.S.S. Ayurved Mahavidyalaya,
(8)	Kanchanwadi, Aurangabad.
Stamp of the College Signaturo	Stamp beckare led Accountant
	RTERED ACCOUNTANTS
Dishare NSS Audited Accunt forman GABAD*	Somether Saurancabad &
Dishare NSS Audited Accunt formation (GABAU)	CI/8/01/20 CI/8/02/20 CI

3 MAR-2017

S. M. SHERKAR M. NO. 34617, F.R.N.114099W

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MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

NSS: REGULAR ACTIVITIES

NOMINAL ROLL OF NSS VOLUNTEERS

Name of College: - C.S.M.S.S. Ayurved College, Kanchanwadi, Aurangabad

Academic Year: 2016-17

C.	Name in Full	M-1-/	NICC	C1.	D 1
Sr. No		Male/	NSS	Class	Remark
INO	Surname First Name Second	Female	I Year/	Studying	
	Name	1 1	II Year	in	g/(m)
1	Khatik Moin Salauddin	Male	I Year	III BAMS	
2	Shinde Vilas Dattu	Male	I Year	III BAMS	
3	Rathod Bhagwat Haribhau	Male	I Year	III BAMS	
4	Deshpande Anvay Vinayak	Male	I Year	III BAMS	
5	Janhavi Dnyaneshwar Shinde	Female	I Year	III BAMS	
6	Todkar Manisha Bharatappa	Female	I Year	III BAMS	
7	Raimulkar Nayana Sanjay	Female	I Year	III BAMS	
8	Takale Rucha Babasaheb	Female	I Year	III BAMS	
9	Patil Prajakta Manoj	Female	I Year	II BAMS	
10	Kalmundale Shweta Achyutrao	Female	I Year	II BAMS	
11	Syed Unusha Anam	Female	I Year	II BAMS	
12	Pathan Ayesha Firdoose	Female	I Year	II BAMS	
13	Gavande Bhagyashree Kantrao	Female	I Year	II BAMS	
14	Gadhe Prerna Vishwasrao	Female	I Year	II BAMS	
15	Ethape Nituja Sanjay	Female	I Year	II BAMS	
16	Lande Ushatai Dasrao	Female	I Year	II BAMS	
17	Basaiye Neha Rampratap	Female	I Year	II BAMS	
18	Farkade Ashwini Sanjay	Female	I Year	II BAMS	
19	Hajare Vaisnavi Dattatraya	Female	I Year	II BAMS	
20	Gojare Aakanksha Sudam	Female	I Year	II BAMS	
21	Jaybhaye Pooja Madhukar	Female	I Year	II BAMS	
22	Suryawanshi Gayatri Shivanand	Female	I Year	II BAMS	22
23	Shingane Kiran Shankar	Female	I Year	II BAMS	
24	Gote Varsha Shankar	Female	I Year	II BAMS	0 1
25	Jivane Snehal Santosh	Female	I Year	II BAMS	

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MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

NSS: REGULAR ACTIVITIES

NOMINAL ROLL OF NSS VOLUNTEERS

Name of College: - C.S.M.S.S. Ayurved College, Kanchanwadi, Aurangabad

Academic Year: 2016-17

Sr.	Name in Full	Male/	NSS	Class	Remark
No	Surname First Name Second	Female	I Year/	Studying in	
	Name		II Year		
1	Khedekar Mayur Madhukar	Male	II Year	III BAMS	
2	Maske Nagnath Subhashrao	Male	II Year	III BAMS	e in
3	Gore Sagar Devidas	Male	II Year	III BAMS	-0
4	Doiphode Dilip Bansi	Male	II Year	III BAMS	
5	Patil Bhushan Kashinath	Male	II Year	III BAMS	
6	Chordia Pratik Prakash	Male	II Year	III BAMS	
7	Misal Dhananjay Vishnu	Male	II Year	IV BAMS	
8	Shaikh Mahevish Shakil Ahmed	Female	II Year	III BAMS	
9	Sana Tarannum M. Ahmed Khan	Female	II Year	III BAMS	
10	Balki Pratiksha Ramdas	Female	II Year	III BAMS	
11	Deshmukh Gayatri Sanjay	Female	II Year	III BAMS	
12	Dhawale Snehal Balwantrao	Female	II Year	III BAMS	
13	Golhar Sonali Anil	Female	II Year	III BAMS	
14	Jagtap Snehal Navnath	Female	II Year	III BAMS	
15	Jojar Kalpana Shankarrao	Female	II Year	III BAMS	
16	Misal Vishakha Vijay	Female	II Year	III BAMS	
17	Pande Roshni Kailas	Female	II Year	III BAMS	
18	Rajurkar Tanushree Vilas	Female	II Year	III BAMS	
19	Shirsath Shraddha Satyanarayan	Female	II Year	III BAMS	
20	Thombare Priyanka Bhagwan	Female	II Year	III BAMS	
21	Waghmare Shamal Sahebrao	Female	II Year	III BAMS	
22	Zanwar Pooja Rajkumar	Female	II Year	III BAMS	
23	Sayyed Anjum Ayyub	Female	II Year	IV BAMS	
24	Mhaske Pradnya Dhananjay	Female	II Year	IV BAMS	
25	Dahiphale Deepa Angadrao	Female	II Year	IV BAMS	Marie Control

Amo hand

L/c Principal

C.S.M.S.S. Ayurved Mahavidyalaya,

Kanchanwadi, Aurangabad.

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK **NSS: REGULAR ACTIVITIES**

CERTIFICATE FOR COMPLETION OF 120 HRS NSS SERVICE BY ALL STUDENTS ENROLLED UNDER NSS

Name of College _	COMOS	Ayarves	College	Aurangobas
			0',	J
				1
This is to certi	fy that all the stu	udents enrolled und	der the National So	ervice Scheme during the year
2016-17 H	ave satisfactori	ly completed 12	0 hours of actu	al social work individually
(excluding hours u	the state of the s	mping Programme) under the scheme	e.
AMO	D. Mmul	- Name of the second se		TUSIN
Signature an	d Name of Progr	ramme Officer AVO	RVEOS gnature and	d Name of Principal I/C Frincipal I/C Ayurved Mahavidyalaya, M.S.S. Ayurved Mahavidyalaya, Kanchanwadi, Aurangabad. Kanchanwadi, Aurangabad.
D. Deshi	nulu Arinan	M. 15	121	A S. Ayurved Mahavabad.
y1. y-1		(1×)) & c.s	Kauchaumagi, van
		Stamp of the	College	

Appendix D

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK **NSS: REGULAR ACTIVITIES**

LIST OF EQUIPMENT PURCHASED FROM NSS FUND

Name of College (J.M.J.J.

Up-to-date list of equipment purchased so far from the NSS funds and which is in use, as on 31-3-20017

Ser No	Name of the equipment with necessary particulars	Quantity No	Date of Purchase	Cost Rs
1.	Breakfart plate Heel Bucket	30	2/03/2015	660.00
2.	Heel Bucket	01	2103/2015	225.00
3-	theel glass	06	2/03/2015	120.00
4,	otel place	06	2/03/2015	360.00
20	Thati (big) steel	12	410112016	1250.00
6 +	Thali (big) steel	12		1250.00

(Give details of all the equipment purchased from the beginning of NSS unit and which is in use).

Signature and Name of

Programme Officer

Dr. Dephyales Ainerh M.

nature and Name of

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK NSS: REGULAR ACTIVITIES

PROCEDURE FOR WRITING OFF THE COST OF ARTICLES PURCHASED FROM NSS SCHEME

1. The Principal of the college to which NSS Units are sanctioned should order physical verification of the articles of dead stock and other equipment purchased out of the Govt grants, to be carried out annually, before the close of the financial year. An **annual certificate of physical verification** should be submitted to the University in the first week of April, in the following form:

"The articles of dead -stock and other equipment purchased from NSS grant have been physical verified by me between 01 April to 31st March, with reference to the entries of purchases made in the stock register. These articles, except those mentioned in statements (A), (B) and (C) attached herewith, were found to be atturble working order and were being used for the purpose they were intended for".

Signature and Name of

Programme Officer

Signature and Vanproncipal

Signature and Vanproncipal

Trincipal

C.S.M.S.S. Ayurved Mahavidyalaya,

C.S.M.S.S. Ayurved Mahavidyalaya,

Kanchanwadi, Aurangabad.

- 2. **Statement 'A'** to be attached to the certificate should include articles, which have become unserviceable due to their usage and fit to be condemned and removed from the stock register. These statements should be carefully scrutinized in the University office and necessary permission to write off these articles should be granted to the colleges concerned. The colleges concerned will be allowed to remove such articles from the stock register, sell them and credit the sale proceeds to the University NSS Fund. The credit of the sale proceeds of the unserviceable articles should be entered in the appropriate column of the register.
- 3. **Statement 'B'** to be appended to the certificate will include list of missing valuable articles which are found missing through fraud or negligence. An investigation in the matter will be ordered and action will be taken thereon. As the cost of all missing articles will have to be recovered from the persons responsible, the College may appoint an inquiry officer to (a) investigate into the matter, (b) assess the damage or loss and (c) determine the persons from whom it needs to be recovered. A register should be maintained for keeping an up-to-date record of the recovery of the cost of the articles reported to be missing/deficient.
- 4. The principal of the college is authorized, after necessary investigation, to write off the missing and unserviceable articles costing less than Rs. 100/-, by sending necessary report of investigation simultaneously to the University. The information of such articles should be given in **Statement 'C'**.

MAHADASHTDA IINIVEDSITY OF HEALTH SCINECES NASHIK

Ser No	Name of Article	Quantity No	Page No in stock register	Date of Purchase	Cost of The article	Remarks
				A.		
*	Programme Office Definition And And And And And And And And And An	Stam STA	TEMENT 'B'	e	M.S.S. Ayurve Kanchanwadi	
	ty authorities.	Quantity	Page No in Stock	Date of Purchase	Cost of Articles	Remarks
Ser No	Details of Afficies	No	Register	z diz ezimbe	Rs	Kemarks

STATEMENT 'C'

Statement showing the details of the unserviceable and missing articles, which have been written off. $\mu \uparrow$

Ser No	Details of Articles	Quantity No	Page No in Stock Register	Date of Purchase	Cost of Articles Rs	Remarks
1.	<u>Unserviceable Items</u>					
5.	Missing Items			Д		
1.						
5.						-lin

Certified that

- (a) The above-mentioned unserviceable articles have been inspected by me. It has been noticed that these articles could not be repaired and hence were written off by me. The sale proceeds, if any, of these articles amounting to Rs.-----, have been sent to the University / is being sent to the University.
- (b) I have made necessary investigations in respect of the above-mentioned articles reported as missing. The report of my investigation is enclosed. I have written off the articles accordingly. The cost recovered, if any, amounting to Rs---- has been sent to the University / is being sent to the University.

Signature and Name of

Dr. Dephanda Airoch

Stamp of the College

C

Signature and Name of

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK **NSS: REGULAR ACTIVITIES**

CERTIFICATE REGARDING PURCHASE OF EQUIPMENT FROM NSS FUND DURING FINANCIAL YEAR 20 16 - 20 17

Name of the College C.S.M.S.S. Ayuved College Anungabel

This is to certify that :-

Following essential items of camping equipment have been purchased by the college from the NSS Fund, during the year 2016-17:

Ser No	Item	Quantity No	Amount	Page No in the Dead Stock Register
1.	Thali (big) steel	12	1250	05

The purchases have been made in accordance with the rules and procedure laid down for the purpose. The sanction of the University authorities has been obtained wherever necessary and a copy of the sanction is attached.

The items of the equipment purchased have been entered in the dead stock register maintained for this purpose at the college NSS Unit, as indicated against each.

URVEL

Signature and Name of

Programme Officer, NSS Dr. Dehmulon Ainach

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK **NATIONAL SERVICE SCHEME: REGULAR ACTIVITIES**

STATEMENT REGARDING ITEM-WISE EXPENDITURE

Ayurved College Aurungabed Name of College C. D. M. J. J.

Statement showing item-wise expenditure incurred by the college on the implementation of the regular NSS Scheme during the year 2016-17

Voucher No	Date	Name of the Party	Details of the Payment	Amount Rs
			Administrative Expenditure	
			1. Out of Pocket allowance to Programme Officers	2400
			2. Other expenses on postage, stationary etc	1000
			3. Awards to the best students and student leaders, if any.	350
			Implementation of the Scheme	
			1. Tea and light refreshment to students while on work site. Give details	4250
			2. Expenses on transport, photographs, preplanning of special camps, TA etc. Give	1500
			details.	
			Purchase of Items of Essential Equipment 1. Thati Theel (big) 12	1250
			2. 3.	

Total Rs. 11250

Notes :-

- Expenditure under various heads should be submitted in the above format only.
- 2. The detailed particulars of the item-wise expenditure should be submitted.
- 3. Summary of expenditure, details of refreshment etc should be forwarded as per Annexure I and II to this Appendix.
- 4. Forward certified true copies of bills/vouchers where expenditure is more than Rs. 1000/-

Signature and Name of

Programme Officer, NSS Dr. Deshmuler Ainah

Stamp of the College

Signature Trid Cipale of Principal Mahavidyalaya, M.S.S. Ayurved Mahavidyalaya, M.S.S. Ayurvedi, Aurangabad. Kanchanwadi, Aurangabad.

MAHARASHTRA UNIVERSITY OF HEALTH SCINECES, NASHIK NSS REGULAR ACTIVITIES: 20 6 - 20 17

SUMMARY OF EXPENDITURE

		Actua	al Expend	iture in Rs
Particulars of Expenditure		Adn fo	nount nissible r 100 inteers	Amount Incurred
1.	Administration			
	(a) Out of Pocket allowance to Programme officer @ Rs. 48/- per Volunteer.	Rs.	4800/-	2400
	(b) Administrative expenditure @ Rs 10/- per Volunteer.	Rs.	1000/-	500
2.	<u>Implementation</u>		etre	the se
	(a) Tea and refreshment @ Rs. 95/- per Volunteer	Rs.	9500/-	4250
	(b) Transport & Photographs @ Rs 30/- per Volunteer.	Rs.	3000/-	1500
	(c) Equipment @ Rs. 25/- per student.	Rs.	2500/-	1250
	(d) Diary & Badges Expenditure (@ Rs. 10/- per Volunteer.	Rs.	1000/-	500
	(e) Misc. expenses (Give details) @ Rs. 7/- per Volunteer.	Rs.	700/-	350
3.	Total @ Rs. 225/- per volunteer.	Rs.	22500/-	11250
4.	Grants received during the year.			
5.	Grant receivable			

Notes:-

The amount at serial 1(a) will be reduced proportionately if the strength of the volunteers is less than 100.

2. If the Programme Officer fails to conduct Special Camp, then the out of Pocket Allowance will be 50% of the admissible amount as per the strength of the volunteers.

Signature and Name of

p-mDhmul

Programme Officer Dr. Defhmula Avsnorth

C.S.M.S.S. Ayurved mahamayafaya, Kanchanwadi, Alpalngabad.

3 1 MAR 2017

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AURANGABAD

FOR S. M. SHERKAR & CO.

S. M. SHERKAR

M. NO. 34617, F.R.N.114098V Signature, Name & Seal of

Chartered Accountant/

Local Fund Auditor

ANNEXUREII To APPENDIX H

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK NATIONAL SERVICE SCHEME: REGULAR ACTIVITIES

DETAILS OF EXPENDITURE ON IMPLEMENTATION OF NSS PROGRAMME

1. Particulars of Expenditure on Refreshment during the Year 2016-17

Sr. No.	Name of Programme	Date of Programme	No. of students Present	Refreshment Purchased From	Refreshment given and its (Rs)	Total Amount Rs
1	Blood Donation Camp	06/04/2016	35	Jaiswal Canteen	Break Fast=20x10=200 Tea=5X30=150	350/-
2	Polytechnic Camp Nutrition Week	07/05/2016	50	Jaiswal Canteen	Tea=5X60=300	300/-
3	Celebration of Doctors Day	01/07/2016	50	Jaiswal Canteen	Tea=5X55=275	275/-
4	Debate competition	11/07/2016	45	Jaiswal Canteen	Tea=5X50=250	250/-
5	Tiranga March Rally	22/08/2016	50	Jaiswal Canteen	Break Fast=45x15=675 Tea=5X55=275	950/-
6	Swachha Bharat abhiyan	23/08/2016	50	Jaiswal Canteen	Tea=5X55=275	275/-
7	Swachha Bharat abhiyan	24/08/2016	50	Jaiswal Canteen	Tea=5X55=275	275/-
8	Organ Donation Rally	30/08/2016	45	Jaiswal Canteen	Break Fast=45x15=675 Tea=5X55=275	950/-
9	Assay and Debate Compitition	31/08/2016	45	Jaiswal Canteen	Tea=5X55=275	275/-
10	Blood Donation Camp	01/10/2016	50	Jaiswal Canteen	Break Fast=50x10=500 Tea=5X70=350	850/-

Total expense - Rs.4700

A.M. D. Shmel



I/c Principal
C.S.M.S.S. Ayurved Mahavidyalaya,
Kanchanwadi, Aurangabad.

2. Particulars of Expenditure on Travelling.

Sr. No.	Name of the Traveller	Date & Reason of Travelling	Particulars	Particulars of Expenditure		
140.			Travelling Expenses	DA	Total Amount	
1	NSS Volunteers	05/06/2015 World environment Day	400/-	-	400/-	
2	NSS Volunteers	24/08/2016 Swachha Bharat Abhiyan	550/-	-	550/-	
3	NSS Volunteers	30/08/2016 Organ Donation Awareness	550/-	-	550/-	

Total Expenditure (1+2)

Rs. 6250/-

Certified that the Particulars given above have been checked by me from vouchers and found to be correct.

Signature and Name of **Programme Officer**

Signature and Name of Principal Principal / C Principal C.S.M.S.S. Ayurved Mahavidyalaya, Kanchanwadi, Aurangabad.

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK NATIONAL SERVICE SCHEME: REGULAR ACTIVITIES

UTILIZATION CERTIFICATE

Certified that the accounts of the expenditure of College NSS Unit for the year College NSS Unit for the year (from 1st April 16 to 31st March 12) in respect of the NSS regular activities have been audited by me with reference to the vouchers and books of accounts and the norm of expenditure and relevant guidelines there to. The statement of account of the NSS regular activities duly signed by me is enclosed.

It is therefore hereby certified. *(subject to the remarks appended herewith, if any) that the grant of Rs. 11250 has been utilized by the college for implementation of the NSS regular activities, in accordance with the terms and conditions, procedure, norms and guidelines laid down for the purpose.

Seal of the Charted Accountant

Signature and Name of Chartered Accountant / Local Fund Auditor

FOR S. M. SHERKAR & CO. CHARTERED ACCOUNTANTS

S. M. SHERKAR M. NO. 34617, F.R.N.114098W

* Please strike out if there are no remarks.

3 1 MAR 2017

श्री

श्री.ए.एस. रासने

रटील भांडी भंडार गुलमंडी,सुपारी हनुमान, औरंगाबाद-431001 दिनांक: 06/04/2016

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I/c Principal
C.S.M.S.S. Ayurved Mahavidyalaya,
Kanchanwadi, Aurangabad.